

## Sample CBD Announcement

Description:

**C—Architect-Engineer Services Solicitation # \_\_\_\_\_ – City, State, Phone # \_\_\_\_\_**

The General Services Administration (GSA) announces an opportunity for Design Excellence in public architecture for performance of Architectural-Engineering Design for a new, single tenant building for the \_\_\_\_\_

\_\_\_\_\_ in accordance with GSA quality standards and requirements. The building is approximately \_\_\_\_\_ gross square feet, including \_\_\_\_\_ parking spaces, at a proposed site located at \_\_\_\_\_

\_\_\_\_\_. GSA National Capital Region (NCR), Solicitation No. \_\_\_\_\_.

\_\_\_\_\_ – The Estimated Construction Cost range is \$ \_\_\_\_\_ million.

The facility will be designed in metric units. The scope of work will require at a minimum: metric construction drawings, specifications, cost estimates, value engineering services, computer-aided design and drafting (CADD) and post construction contract services (PCCS) for a headquarters facility that includes the construction of a new building and related systems, parking structure, site development, client program requirements, and sustainable features. The building is also to include GSA design standards for secure facilities. The proposed site is located at a major gateway into the Nation's Capital. This new project will be an anchor development in the neighborhood and should make a distinct architectural statement that is responsive to the overall urban design and quality of life of the burgeoning mixed-use neighborhood. This is a Request for Qualifications (RFQ) of A/E Firms/Lead Designers interested in contracting for this work. The A/E Firm as used in this RFQ is an association, joint venture partnership or other entity that will have contractual responsibility for the project design. The Lead Designer is the individual or design studio that will have primary responsibility to conceive the design concept and the building's architecture. The A/E Firm must address the contractual relationship with the Lead Designer and its ability to manage the design and production of construction. In developing the project team, A/E Firms are advised that at least 35% of the level of contract effort must be performed in the Washington Metropolitan Area. The Government will not allow payment for travel, living expense, computer time or hookups for the prime or the consultants. The A/E selection will be completed in three stages as follows: In Stage I, interested firms will submit portfolios of accomplishment that establish the design capabilities of the A/E Firm and its Lead Designer. All documentation will be in an 8 1/2" x 11" format. The portfolio should include the following: a cover letter referencing the CBD announcement and briefly describing the firm and its location, organizational makeup, and noteworthy accomplishments; and modified Standard Form 254

## Sample CBD Announcement Continued

(Architect-Engineer and Related Services Questionnaire) and Standard Form 255 (Architect-Engineer and Related Services Questionnaire for Specific Project). Identification of consultants is not required at this stage. Submission requirements and evaluation criteria: (1) **Past Performance on Design (35%)**: The A/E Firm will submit graphics (maximum of three pages per project) of not more than five new construction projects completed in the last ten years. The narrative (maximum of two pages per project) shall address the design approach with salient features for each project and discuss how the client's program, functional, image, mission, economic, schedule, and operational objectives were satisfied by the overall design/planning solution. Include tangible evidence where possible such as certificates, awards, peer recognition, etc., demonstrating design excellence. Provide a client reference contact for each project, including name, title, address, phone, and fax numbers. A portion of one page presented for each project must include a representative floor plan and either a site plan or a building section. (2) **Philosophy and Design Intent (25%)**: In the Lead Designer's words, (maximum of two typewritten pages) state his/her overall design philosophy and approach to the challenge of public architecture, issues, and parameters that may apply in creating a state-of-the-art headquarters office building in an urban neighborhood environment. (3) **Lead Designer Profile (15%)**: Submit a biographical sketch (maximum of three pages) including education, professional experience, recognition for design efforts inclusive of examples. Identify and describe areas of responsibility and commitment to each project. (4) **Lead Designer Portfolio (25%)**: Submit a portfolio representative of the Lead Designer's ability to provide design excellence. Submit graphics (maximum of three pages per project) and a typewritten description (maximum of two pages per project) of up to three new construction projects completed in the last ten years. The narrative shall address the design philosophy with salient features for each project and discuss how the client's program, functional, image, mission, economic, schedule, and operational objectives were satisfied by the overall design/planning solution. Include tangible evidence where possible such as certificates, awards, peer recognition, etc., demonstrating design excellence. Where there is duplication with criteria (1), the Lead Designer will address his/her participation in the project. An A/E Evaluation Board consisting of a private-sector peer, and representatives of the client and GSA will evaluate the submissions. The Board will establish a short-list of three to six firms. For Stage II, the short-listed firms will be notified and asked to submit more detailed information indicating each member of the design team, including all outside consultants. The firms will be required to complete Standard Forms 254 and 255 that reflect the entire design team. The Government will establish the detailed evaluation criteria and the date these submittals are due and provide the selection criteria for the interviews along with the Stage I short-list announcement. Sufficient time will be provided for the A/E Design Firm/Lead Designer to establish its team. The Board will interview each team. Candidates should be prepared to discuss all aspects of the criteria indicated above and to demonstrate their

## Sample CBD Announcement Continued

ability to fulfill all project requirements. Emphasis will be placed on the unique aspects of the project, design philosophy, possible approaches in carrying out the project, and project management. The Stage II evaluations will culminate with an interview with the A/E Evaluation Board. Stage II rankings will be used in conjunction with Stage I rankings to determine the firms that will be invited to participate in Stage III. A minimum of three firms will be invited to participate in Stage III and will be further evaluated by an anonymous design competition, judged by a jury of independent design professionals. The purpose of the design competition is to further evaluate the A/E's qualifications for this project by evaluating the design merits of each designer's "vision" for this specific project. The design competition proposals will be used in conjunction with Stage II rankings in the final evaluation of the A/E Firms. The designer's "vision" will weigh substantially in the final A/E Team selection by GSA. The submitted design concepts become the property of the Government and may or may not be the basis, whole or in part, for the development of the final building design. FOR STAGE I SUBMITTALS: Firms having the capabilities to perform the services described in this announcement are invited to respond by submitting modified SF-254 (for the "A/E Design Firm"), which must be dated not more than twelve (12) months before the date of this synopsis, and modified SF-255 (for the "A/E Design Firm") along with letter of interest and the portfolio TO: General Services Administration, 7th and D Streets, SW, BID ROOM 1065, Washington, DC 20407, by 3:00 PM local time on the DUE date of this notice. The following information MUST be on the outside of the sealed envelope 1) Solicitation Number/Title, 2) Due Date, 3) Closing Time. Late responses are subject to F.A.R. Provision 52.214-7. In Block 8 of the SF-254 specify only current W-2 payroll (non-contract) personnel of each firm. In Block 10 of the SF-255, the A/E Design Firm MUST respond to the FOUR (4) EVALUATION CRITERIA stated in the CBD announcement for this STAGE I Solicitation. In Block 11 of the SF-255, the A/E Design Firm MUST sign, name, title and date the submittal. This procurement is being made under the Small Business Competitiveness Demonstration Program (F.A.R. 52.219-19). This procurement is open to small and large business concerns. Before award of the contract, the A/E (if not a small business of \$2,500,000 gross average over three years) shall be required to present an acceptable Small Business and Small Disadvantaged Business Subcontracting Plan in accordance with Public Law 95-507. Small, women-owned, and small disadvantaged firms are strongly encouraged to participate as prime contractors or as members of joint ventures with other small businesses. All interested large business firms are reminded that the successful firm will be expected to place subcontracts to the maximum practical extent with small and disadvantaged firms as part of their ORIGINAL SUBMITTED TEAMS. Contract will be procured under the Brooks Act and F.A.R. 36. This is not a Request for Proposal.